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## ***What is the process for a special use permit?***

- 1) A pre-submission conference between the applicant and the Planning and Engineering Department is recommended to discuss the proposal.
  - 2) Applicant submits application and required materials by the deadline (the second Friday of each month).
  - 3) Town sends letters announcing the request to adjacent owners and a random set of neighbors.
  - 4) Town schedules a neighborhood meeting at which the applicant discusses the request with the neighbors.
  - 5) Planning Commission receives application and refers it to a subcommittee.
  - 6) Planning and Engineering staff studies the application and reports findings and recommendations to the Planning Commission subcommittee at a public meeting.
  - 7) Planning Commission meets on the first Tuesday of each month and reviews the application, Planning and Engineering staff report, and sub-committee recommendations as well as holds a public hearing. Planning Commission makes a recommendation to Town Council.
  - 8) The Town Council meets on the second Tuesday, holds a public hearing and makes a final decision on the permit.
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9) If approved, the applicant submits a site plan that meets the site plan requirements of the Town.

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## ***How long does the special use permit process take?***

The entire process takes approximately two months.

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## ***For more information contact:***

***Town of Blacksburg  
Planning and Engineering  
300 South Main Street  
Post Office Box 90003  
Blacksburg, VA 24062-9003  
Phone #: (540) 961-1126  
e-mail: [town.plan.eng@bev.net](mailto:town.plan.eng@bev.net)***

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# ***Special Use Permit***



## ***Land Development Brochure***

Updated January, 2000

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## ***Special Use Permit***

### ***What are the types of permitted uses in a zoning district?***

The uses permitted in a zoning district are classified in two ways: by-right uses and special uses. By-right uses, which are specified in the Zoning Ordinance, do not require special permission. They simply require a building permit and in some cases a site plan. Special uses are also specified in the Zoning Ordinance but require an application and approval by the Town Council. A Special Use Permit allows for certain land uses in a given zoning district that generally require a more in depth study than uses permitted “by-right”.

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### ***What are the requirements for a Special Use Permit?***

Special Use Permits are generally subject to certain conditions to insure that the use is appropriate to the area. In order to receive a special use permit the applicant must:

- 1) Demonstrate that the proposed use will be in conformity with the statement of intent of the specific district in which it will be located and the Comprehensive Plan.
  - 2) Show that the proposed use will not have an adverse impact on the surrounding neighborhood.
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3) Fulfill additional requirements for certain special uses specified in the Zoning Ordinance. Please consult with the Planning and Engineering Department to determine whether additional requirements apply.

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### ***What must be submitted in order to apply for a special use permit?***

- ⇒ A completed “Application for Special Use Permit,” which can be picked up at the Planning and Engineering Department.
- ⇒ A site plan(s) showing lot boundaries, structure(s), and any site improvements.
  - 1 copy if 11”x17” or 8 1/2”x11”.
  - 36 copies if larger than 11”x17”.
- ⇒ A vicinity map showing the location of the property in relation to the Town.
- ⇒ A list of all adjacent property owners and their addresses including those properties located across the street or other public right-of-way.

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## ***What is the fee to apply for a Special Use Permit?***

- \$ The cost of the application is \$200, plus the cost of certified postage for each adjacent property owner.
- \$ An amendment to an existing special use permit requires a fee of \$150, plus the cost of certified postage for adjacent owners.

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### ***What must be provided in the application?***

The application should provide information and data to:

- ◇ Demonstrate that the proposed use, when complimented with additional measures, will be in harmony with the purposes of the district in which it will be placed.
  - ◇ Demonstrate that there will be no adverse impact on the surrounding neighborhood in terms of public health, safety and general welfare; and show measures to be taken to achieve such goals.
  - ◇ Show the nature and extent of existing and proposed use and development.
  - ◇ Show that the proposal meets the specific and general standards required by Article I Division 8 and Article IV of the Zoning Ordinance.
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